

WIC Policy and Procedures Manual

Glossary

Acquired Immune Deficiency Syndrome (AIDS)

A retrovirus designated human immunodeficiency virus (HIV) known to attack the body's immune system.

Advanced Registered Nurse Practitioner (ARNP)

A registered nurse has additional training and certification to become an advanced practitioner. May be used to certify all WIC clients.

Affidavit

A form used by Local Agencies to request reimbursement for expenses associated with the provision of WIC services.

Agency

A public or private, non-profit health or service agency providing WIC services, either directly or through contract with the State WIC Office. Also known as the Local Agency.

American Academy of Pediatrics (AAP)

National professional organization of American Pediatricians

Applicant

A pregnant, breastfeeding, or postpartum woman, infant or child (up to the age of five (5)) who applies for WIC benefits.

Body Mass Index (BMI)

A tool which indicates the weight status of adults and children greater than 2 years of age. BMI varies with gender and age of the person and correlates with body fatness.

Breastfeeding (BF)

The practice of feeding a mother's breast milk to her infant(s) on the average of *at least once a day*

Breastfeeding Coordinator (BFC)

Person designated at the State or Local level to coordinate breastfeeding promotion and management activities for the agency.

Breastfeeding Peer Counselor (BFPC)

A woman in the community with personal breastfeeding experience who provides information and support to WIC mothers intending to breastfeed.

Bureau for Children, Youth and Families (BCYF)

Bureau within Kansas Department of Health and Environment housing the Kansas WIC Program

Caregiver

If not a parent, the caregiver would be a person who is legal guardian for the applicant or the applicant's child, the parent of a minor parent, or someone with a legal authorization to provide eligibility information and to be legally bound if the information is incorrect, i.e. a guardian, a local department of social services, someone temporarily designated as guardian of a child. This "caregiver" would be the same person who is also legally authorized to consent to medical treatment on behalf of the child.

Caseload

The number of WIC (potential) clients assigned to a Local Agency /clinic by the State WIC Office.

Centers for Disease Control and Prevention (CDC)

The Centers for Disease Control and Prevention is the lead federal agency for protecting the health and safety of the people of the United States. The Pediatric and Pregnancy Nutrition Surveillance Systems are managed by the CDC.

Certification

The use of criteria and procedures to assess and document each applicant's eligibility for the Program.

Certification Date

Date client was added, recertified, or re-enrolled into the WIC Program and is eligible to receive checks and nutrition education.

Certified Breastfeeding Educator (CBE)

A person who completed a specific certification course of study to support breastfeeding dyads. Continuing education hours in breastfeeding management and care are required to maintain certification.

Child Support Enforcement (CSE)

A social service program which works with a custodial parent to enforce the payment of court ordered child support for minor children.

Children

Persons who have reached their first birthday but not yet reached their fifth birthday.

Civil Rights Coordinator

Person at local clinic level designated to coordinate and oversee the job responsibilities of the civil rights coordinator including handling complaints, education of staff and compliance with civil rights regulations and procedures.

Clients

Pregnant, breastfeeding or postpartum women, infants, and children who receive WIC checks during any calendar month. These are also known as “participants.”

Clinic

A facility where applicants are certified for WIC. This site may or may not also be the same as the Local Agency.

Commodity Supplemental Food Program (CSFP)

USDA food program for pregnant, breastfeeding or postpartum women, infants, children (up to six years old), or elderly (60 years of age or older). Participants may not participate in WIC and CSFP at the same time.

Competent Professional Authority (CPA)

Local Agency personnel authorized to determine nutritional risk and prescribe supplemental foods. A CPA may be a licensed physician, licensed dietitian, registered nurse, or registered physician’s assistant.

Contact Date

Date an applicant contacts the Local Agency to make an oral or written request for WIC benefits or was referred to WIC.

Days

All references to “days” in the WIC Policy & Procedures Manual refer to calendar days, unless otherwise indicated.

Disqualification

The act of ending Program participation of a client, authorized vendor, or Local Agency, whether as a punitive sanction or for administrative reasons

Dual Participation

Simultaneous participation in the Program at one or more WIC clinic sites

Early Periodic Screening Diagnostic Testing (EPSDT)

A screening process to review the developmental milestones of infants and children. Also known in Kansas as the Kan Be Healthy Program.

Economic Unit

A person or group of persons who usually live together and whose production of income and consumption of goods or services are related. **Note:** does not apply to persons living in a communal setting.

Emergency

Any situation that threatens the continuity of Local Agency operations or the safety of its personnel. Emergencies include disasters and states of emergency as declared by the Governor.

Enrollment

The number of people who are certified as eligible for the Program at a certain point in time. All individuals enrolled in the Program may not necessarily come in to a site during their certification period to receive nutrition education and food instruments.

Exempt Infant Formula

An infant formula intended for commercial or charitable distribution that is represented and labeled for use by infants who have inborn errors of metabolism or low birth weight, or who otherwise have unusual medical or dietary problems.

Fair Hearing

A procedure through which an individual may appeal a State WIC Office or Local Agency action that results in the individual's denial of participation or disqualification from the Program.

Federal Regulations (FR)

7 CFR, part 246 - federal rules and regulations that govern the WIC Program.

Food and Nutrition Service (FNS)

The agency that acts on behalf of the United States Department of Agriculture in the administration of the WIC Program.

Food Instrument (FI)

A check / draft used by clients at authorized vendors for the food prescribed by the Local Agency CPA.

Food Package

Authorized foods that are prescribed according to the category and nutritional need of the client.

Full Time Equivalency (FTE)

A decimal indicating the percentage of time an employee works on an annual basis (based on 40 hours per week). One employee working a 40 hour week for 52 weeks equals one (1.0) FTE.

Hematocrit (Hct)

A measurement of the iron content of blood

Hemoglobin (Hgb)

A measurement of the iron content of blood

High-Risk

Those individuals whose health is most in jeopardy due to their nutritional status and assigned risk factors. These clients are indicated with a pink "HR" in the KWIC system.

Homeless Facility

A publicly or privately supervised shelter designed to provide a temporary residence (not more than 365 days); a temporary residence facility for individuals intended to be institutionalized; or a public / private place not designed for, or normally used as, a regular sleeping accommodation for humans.

Homeless Individual

A woman, infant, or child who lacks a fixed and regular nighttime address; or whose primary nighttime residence is a homeless facility (for not longer than 365 days).

Income

Gross monies earned by all members of an economic unit before deductions for income taxes, social security taxes, insurance premiums, wage garnishments, unemployment insurance, medical premiums, savings, pensions, and other deductions.

Infant

Person having been born but not yet reached their first birthday.

Infant Formula

A food which purports to be or is represented for special dietary use solely as a food for infants by reason of its simulation of human milk or its suitability as a complete or partial substitute for human milk.

Infant Formula Rebate (IFR)

A contractual agreement between the WIC Program and an infant formula company to reimburse WIC a specified amount of money for each can of formula sold to clients at the prevailing market price.

Kan-Be-Healthy (KBH)

A screening process to review the developmental milestones of infants and children, also known as EPSDT

Kansas Department of Health and Environment (KDHE)

The State agency that houses Kansas WIC Program within the Nutrition and WIC Services Section

KWIC

The automated WIC system used by the Kansas WIC Program

Licensed Dietitian (LD)

A dietitian licensed by the Kansas Department of Health and Environment to practice dietetics in the State. This person may or may not be a registered dietitian.

Licensed Practical Nurse (LPN)

A person who has completed a course of study in nursing leading to a LPN credential and is licensed by the Kansas Board of Nursing. This person cannot act as a competent professional authority for WIC.

Local Agency (LA)

A public or private, non-profit health or service agency that provides WIC services, either directly or through contract with the State WIC Office. Also known as the Agency.

Low Birth Weight (LBW)

Birth weight defined as less than 5 pounds 8 ounces (2500 grams)

Local Vendor Contact

The local clinic staff person designated to coordinate and handle duties related to vendor concerns, vendor monitoring, evaluation, and training.

Management Evaluation (ME)

The process used by the State WIC Office to review local sites for compliance with Federal regulations and State WIC policies and procedures.

Maternal and Infant Program (M & I)

The program administered by KDHE providing prenatal and postpartum services to women and newborns who meet income guidelines and have no other insurance to cover the pregnancy.

Memorandum of Understanding (MOU)

A written agreement between two organizations or entities that elaborates the responsibilities and expectations of each group for collaboration on given issues

Migrant Farm worker

An individual whose principal employment is in agriculture on a seasonal basis, who has been so employed within the last 24 months, and who establishes, for the purpose of employment, a temporary residence.

National Voter Registration Act (NVRA)

The federal act that requires WIC agencies to offer the opportunity to register to vote at each certification and whenever a change of address occurs

National WIC Association (NWA)

NWA is a voluntary, non-profit membership organization that represents 87 Geographic, Territorial and Native American State Agencies and more than 2,000 Local Agencies.

Non-Contract Infant Formula

The iron-fortified milk-based, milk-based without lactose and soy-based infant formulas not covered by the infant formula rebate.

No-Show

A client who fails to appear for a scheduled appointment.

Nutrition and WIC Services (NWS)

The section within The Kansas Department of Health and Environment that administers the Kansas WIC Program.

Nutrition Education

Individual or group education sessions and the provision of information and educational materials designed to improve health status, achieve positive change in dietary habits, and emphasize relationships between nutrition and health, and incorporating physical activity into lifestyle, all in keeping with the individual's personal, cultural, and socioeconomic preferences.

Nutrition Education Committee (NEC)

A voluntary committee of local WIC staff that provides advice on the development and revision of nutrition education materials and lesson plans used in the Kansas WIC Program

Nutritional Risk

(a) Detrimental / abnormal nutritional conditions detectable by bio-chemical or anthropometric measurements; (b) other documented nutritionally related medical conditions; (c) dietary deficiencies that impair or endanger health; or (d) conditions that predispose persons to inadequate nutritional patterns or nutritionally related medical conditions.

Nutritional Risk Factors (NRF)

Federally mandated criteria that are used to determine nutritional risk. See the Nutritional Risk Factor Manual for full listing of risk factors.

Nutrition Services and Administration (NSA)

Funds designated for the administration of WIC program services, including salaries, supplies, and nutrition education. This does not include the cost of foods provided to WIC participants in their food package.

Nutrition Services Coordinator

A person designated to coordinate and oversee the nutrition education efforts of local staff and clients, develop appropriate nutrition education materials, and coordinate the annual Nutrition Services Plan.

Nutrition Services Plan (NSP)

An annual plan consisting of a need assessment, nutrition goals, objectives and action plans designed to meet the identified needs of the population and WIC agency.

Participants

Pregnant, breastfeeding or postpartum women, infants, and children who receive WIC checks during any calendar month. These are also known as "clients"

Participation

Reflects the number of people for the report month that receives a food instrument. A person receiving a food instrument is still counted as a client even if they do not redeem the food instrument.

Participation Target

The number of slots funded to a Local Agency by the State WIC Office.

Pediatric Nutrition Surveillance System (PedNSS)

A national voluntary surveillance system, administered by the Centers for Disease Control and Prevention, for gathering data on infants and children relating to health, breastfeeding, and nutrition.

Postpartum

Women up to six (6) months after termination of a pregnancy.

Poverty Income Guidelines

Guidelines described by the Department of Health and Human Services, which are adjusted annually and are effective at a specified date each year.

Pregnancy Nutrition Surveillance System (PNSS)

A national voluntary surveillance system, administered by the Centers for Disease Control and Prevention, for gathering data on pregnant and postpartum women relating to health, breastfeeding, and nutrition.

Primary Contract Infant Formula

The iron-fortified milk-based, milk-based without lactose and soy-based infant formulas covered by the infant formula rebate.

Priority System

The ranking of clients from the greatest need to the lowest need to receive WIC benefits. Priorities 1-7 are served in Kansas.

Processing Standards

The time frames for certifying applicants. For pregnant women, infants under age six (6) months, migrants and homeless persons, within ten (10) calendar days from request for services, or for all other applicants, within twenty (20) days.

Program

The Special Supplemental Nutrition Program for Women, Infants and Children (WIC) authorized by Section 17 of the Child Nutrition Act of 1966, as amended.

Proxy

Any person designated by a woman client, or by a parent or caregiver of an infant or child client, to obtain and transact food instruments or to obtain supplemental foods on behalf of a client. Parents or caregivers applying on behalf of child and infant clients are not proxies.

Quarterly Price Assessment (QPA)

The form sent to Kansas WIC vendors on a quarterly basis to determine the prices of selected WIC foods.

Ready-To-Feed (RTF)

A form of infant formula that requires no preparation or the addition of water before serving

Referral

Identifying a client's needs and where those needs can be addressed. Referrals are documented in the KWIC system.

Registered Dietitian (RD)

A person who completes a specific course of study and passes an examination given by the Commission on Dietetic Registration. Ongoing continuing education is required to maintain registration.

Registered Nurse (RN)

A person who has completed a specified course of study and passed a registration examination. Must be credentialed by the Kansas State Board of Nursing. This individual may act as a competent professional authority for the WIC Program.

Rights and Responsibilities (R&R)

A form showing the rights and responsibilities of applicants/clients on the WIC program. The form is signed by the client, or caregiver of infants and children, at each certification.

Self-Declaration Form

A form, which allows a participant to self-declare income, identification, and/or residency when proof is not available.

Services for Children with Special Health Care Needs (SHS)

The Kansas program providing services to infants and children up to age 21 who have specific metabolic or genetic conditions.

Solicitation

Approaching with information or otherwise enticing any WIC client / proxy to attempt to influence his / her decision to choose a particular retail store to purchase WIC authorized foods.

Special Formula

Includes exempt infant formula and medical foods. They may be prescribed for the following medical reasons: metabolic disorders, inborn errors of amino acid metabolism, gastrointestinal disorders, malabsorption syndrome, allergies/formula tolerance, nutritional/medical disorders, low birth weight and medical conditions which contraindicate the use of iron fortified formulas.

State WIC Agency (SA)

The state organization and staff who administer the Kansas WIC program

Store

A grocery, pharmacy, or commissary authorized by the Kansas WIC Program to accept WIC checks for the types and quantities of food listed on the checks.

Supplemental Foods

Those foods containing nutrients determined by nutritional research to be lacking in the diets of pregnant, breastfeeding, and postpartum women, infants, and children and foods that promote the health of the population served by the WIC program as indicated by relevant nutrition science, public health concerns, and cultural eating patterns.

Temporary Assistance for Families (TAF)

A program administered by the Kansas Department of Human Services, providing cash assistance for families who meet income and other criteria.

United States Department of Agriculture (USDA)

The federal agency that provides funding for the WIC Program on the behalf of Congress.

Waiting List

A list of eligible applicants or clients who are waiting for benefits when the maximum caseload is reached

WIC Advisory Committee (WAC)

A voluntary committee of local WIC staff who act in an advisory capacity on issues surrounding WIC policy and procedures.

WIC Approved Food List (WAFL)

A list of approved WIC foods that may be purchased by clients using their Kansas WIC checks. The list is updated every two years.

WIC Coordinator

Liaison between the State WIC Office and the Local Agency. The WIC Coordinator disseminates WIC Program information to all Agency personnel.

WIC - Eligible Medical Foods

Certain enteral products specifically formulated to provide nutritional support for individuals with a diagnosed medical condition when the use of conventional food is precluded, restricted, or inadequate. Such foods may be nutritionally complete or incomplete, but they must serve the purpose of a food, provide a source of calories and one or more nutrients, and be designed for enteral digestion via an oral or tube feeding.

WIC Policy and Procedure Manual (PPM)

The plan describing the manner in which the State WIC Office intends to implement and operate all aspects of program administration at the Local Agency level.

WIC Technical Meeting (WTM)

Annual meetings held by the State WIC staff to train and share information regarding WIC policies/procedures and changes in WIC practices.

WIC Transfer VOC

A form which provides proof of certification in order to facilitate uninterrupted Program benefits when a client moves.